

State of Michigan
Department of Civil Service
OFFICE OF TECHNICAL COMPLAINTS
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909
FAX (517) 241-9099

**Review the instructions on
the reverse side before
completing this form.**

TECHNICAL APPOINTMENT COMPLAINT

Part A —

COMPLAINANT'S NAME (Last, First, and Middle Initial)

MAILING ADDRESS

TELEPHONE (8 a.m. – 5 p.m.)

CITY

STATE

ZIP CODE

E-MAIL ADDRESS

NAME, ADDRESS, AND E-MAIL ADDRESS OF COMPLAINANT'S REPRESENTATIVE (IF ANY)

Part B — TECHNICAL APPOINTMENT DECISION BEING QUESTIONED**Part C — REASONS WHY THE TECHNICAL DECISION IS INCORRECT** (Attach additional sheets if necessary.)**Part D — DESIRED OUTCOME OF THIS COMPLAINT****Part E — DATE NOTICE OF COMPLAINT WAS MAILED TO APPOINTING AUTHORITY** (Attach proof of service.)

PART F — SIGNATURE OF TECHNICAL COMPLAINANT

DATE

NOTE: Keep a copy of this form for your files and forward the original to Department of Civil Service using the above address.

INSTRUCTIONS FOR COMPLETING THE TECHNICAL APPOINTMENT COMPLAINT

Civil Service Commission Rule 1-6, "Merit, Efficiency, and Fitness," Rule 3-6, "Revocation of Appointment," and Rule 8-3, "Technical Complaints"; and Civil Service Regulation 8.04, "Technical Appointment Complaints," establish the standards and procedures for reviewing appointing authority appointments and Civil Service certifications and revocations of appointments. The above-cited rules and regulations should be referenced in their entirety before submitting a Technical Appointment Complaint.

Only an unsuccessful candidate for a classified position or an employee whose appointment was revoked by the Department of Civil Service may file a Technical Appointment Complaint (CS-212d).

Deadlines and Extensions — For a complaint to be timely, a completed CS-212d form must be received in the Department of Civil Service by the due date specified in Regulation 8.04. The Technical Review Officer will dismiss late filings, as untimely, unless an extension of time was granted **before the expiration of the complaint period**. Requests for an extension of time for filing Technical Appointment Complaints must be made by contacting the Office of Technical Complaints, Department of Civil Service, P.O. Box 30002, Lansing, Michigan 48909.

Complete the form as indicated below:

Part A: Complete this section with the information requested.

Part B: Complete this section, specifically identifying the appointment decision you wish to question.

Part C: Fully explain why you believe the decision is improper. Attach any documentation you believe supports your complaint. **This is your only opportunity to offer your explanation or supply supporting documentation.**

IMPORTANT: To obtain the desired outcome of this complaint, you must prove that the technical appointment decision being questioned (1) violated Article 11, Section 5 of the Michigan Constitution, (2) violated a Civil Service rule or regulation, or (3) was arbitrary and capricious.

If you plan to have a representative in this complaint, contact your representative to discuss the reasons for your complaint and to obtain assistance in completing this form. To complete this section, you should review relevant Civil Service Commission rules and regulations of the Department of Civil Service, including Regulation 8.04, which are available from your personnel office or the Department of Civil Service. The documents are also available on the Web site <http://www.michigan.gov/mdcs/1,1607,7-147-6877---,00.html>.

Part D: Indicate the specific action you seek to resolve your complaint. The desired outcome must be within the authority of the Technical Review Officer to grant.

Part E: Mail a copy of this complaint to the appointing authority that made the appointment and attach a proof of service form (CS-1759), which is available on the Civil Service Web site, at www.michigan.gov/mdcs, or from the Office of Technical Complaints.

Part F: The Technical Appointment Complaint must be signed and dated by the filing party.

Make a copy of the form. Retain a copy of the CS-212d form for your records and return the original to the address indicated at the top of the form.

Upon receipt of the completed complaint, the Technical Review Officer will conduct a review. The review will include obtaining additional information from the appointing authority and the appointee. The Technical Review Officer will usually issue a technical review decision within thirty weekdays after receipt of all information. A large volume of complaints could delay the response time.